

# PRODUCE SAFETY RECORDKEEPING



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# Introduction and Acknowledgements

The Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) was created in an effort to assist the produce industry in developing a proactive approach to food safety. The focus of the rule is to ensure safe produce in the marketplace.

Along with implementing food safety practices, farms covered by the PSR are required to keep records of certain activities. Remember that when it comes to the PSR, if you don't write it down, it didn't happen. The templates and other resources in this collection have been designed to assist Florida produce growers meet the recordkeeping requirements of the PSR.

The Florida Department of Agriculture and Consumer Services (FDACS) is currently conducting PSR inspections on behalf of the U.S. Food and Drug Administration (FDA). The goal of FDACS is not to penalize farms, but to work collaboratively with farmers to promote food safety.

To determine if your operation is ready for a PSR inspection, we encourage you to take advantage of the educational opportunities FDACS offers in partnership with University of Florida Institute of Food and Agricultural Sciences (UF/IFAS). We provide produce safety trainings for growers and industry professionals as well as on-site farm reviews to help farms align their practices with the regulatory requirements.

The PSR requires at least one representative from a farm to attend the **Produce Safety Alliance Grower Training**. This training helps growers to understand each part of the regulation and how to comply.

An **On-Farm Readiness Review (OFRR)** allows growers to walk through their operation with a small team of food-safety experts and discuss how to meet FSMA requirements.

To sign-up for these offerings or to find additional resources for Florida farms and growers, visit [www.fdacs.gov/fsma](http://www.fdacs.gov/fsma).



Many of the record templates in this collection were adapted significantly from documents developed by our partners in other states and organizations from around the country. We would like to thank Cornell University, Produce Safety Alliance, Missouri Department of Agriculture, Kentucky Department of Agriculture, Rhode Island Department of Environmental Management, University of California at Davis, the U.S. Food and Drug Administration and all of our partners in produce and food safety for their help in providing the resources in this book.



# How to use the Produce Safety Templates

Included in this booklet you will find a brief introduction to each topic covered by the PSR followed by recordkeeping templates relevant to that section. There are two copies of each record. One copy is an example, provided for reference, and the second copy is a blank template intended for farm use.

The header of each template is a quick reference guide for the document. There you will find whether the record is required, a reference to the section of the PSR that relates to the record, and the frequency that the record should be made. Below each header is a brief explanation as well as the record retention requirements.

## Example Template Header

Worker Training Log		
PSR Required	FSMA PSR Reference § 112.30	Frequency: At Least Annually
The PSR requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.		

Using the recordkeeping templates provided in this booklet is not a requirement of the PSR, FDA or FDACS. If you already keep records that satisfy the requirements of the PSR, you are not required to keep additional records. This booklet is intended to be a reference guide to the recordkeeping requirements of the PSR.

The records that are kept on your farm should accurately reflect the activities on your farm. If the templates provided here do not adequately document the activities specific to your operation, you can use this booklet as a tool to help you create or modify your own recordkeeping resources.

When completing the records required by the PSR, please be keep in mind:

- The retention time for most records is 2 years.
- Some records must be reviewed by an appropriate employee, such as a supervisor.
- Upon inspection or request by a regulating agency, a farm must be able to provide the records within 24 hours. Most farms keep their records on-site, but this timeframe allows for those farms that may keep records at another location.
- Farms may keep records in the format that they choose (electronic or hardcopy), as long as they meet the PSR requirements and are either originals or true copies of the record.

## All records must:

- Include the name and location of the farm
- Include the date and time of the activity documented
- Be specific and accurate
- Be legible and recorded in ink
- Be dated and signed or initialed by the person who performed the activity or observation

If you have any questions, please call **(863) 578-1900** or visit our website at **[www.FDACS.gov/FSMA](http://www.FDACS.gov/FSMA)**.



# General Provisions

**All farming operations that grow, harvest, pack or hold produce\* are required to maintain records.**

Not all farms, however, are covered by the PSR. Some farms will qualify for exemptions based on sales, and others may qualify for exemptions due to commercial processing of their produce. In fact, nearly half of all verified farms in Florida qualify for one of these exemptions.

Use the flow chart on the next page to help determine if your farm is covered.

An interactive flowchart, developed by Carolina Farm Stewardship Association, is also available on their website at <http://www.carolinafarmstewards.org/interactive-fsma-flowchart/>.

Farms that qualify for one of these exemptions are required to maintain records in order to demonstrate that they meet the criteria. Use the templates in this section to document any exemptions that apply to your farm.



## What requirements apply regarding records?

**FSMA PSR Reference § 112.2 and § 112.7**

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Qualified Exemption Review	✓	Farm Food Safety Plan	
Farm Disclosure Statement	✓		
Buyer Written Assurance Statement	✓		
Sales Records and Receipts			

If you have any questions, please call **(863) 578-1900** or visit our website at **[www.FDACS.gov/FSMA](http://www.FDACS.gov/FSMA)**.

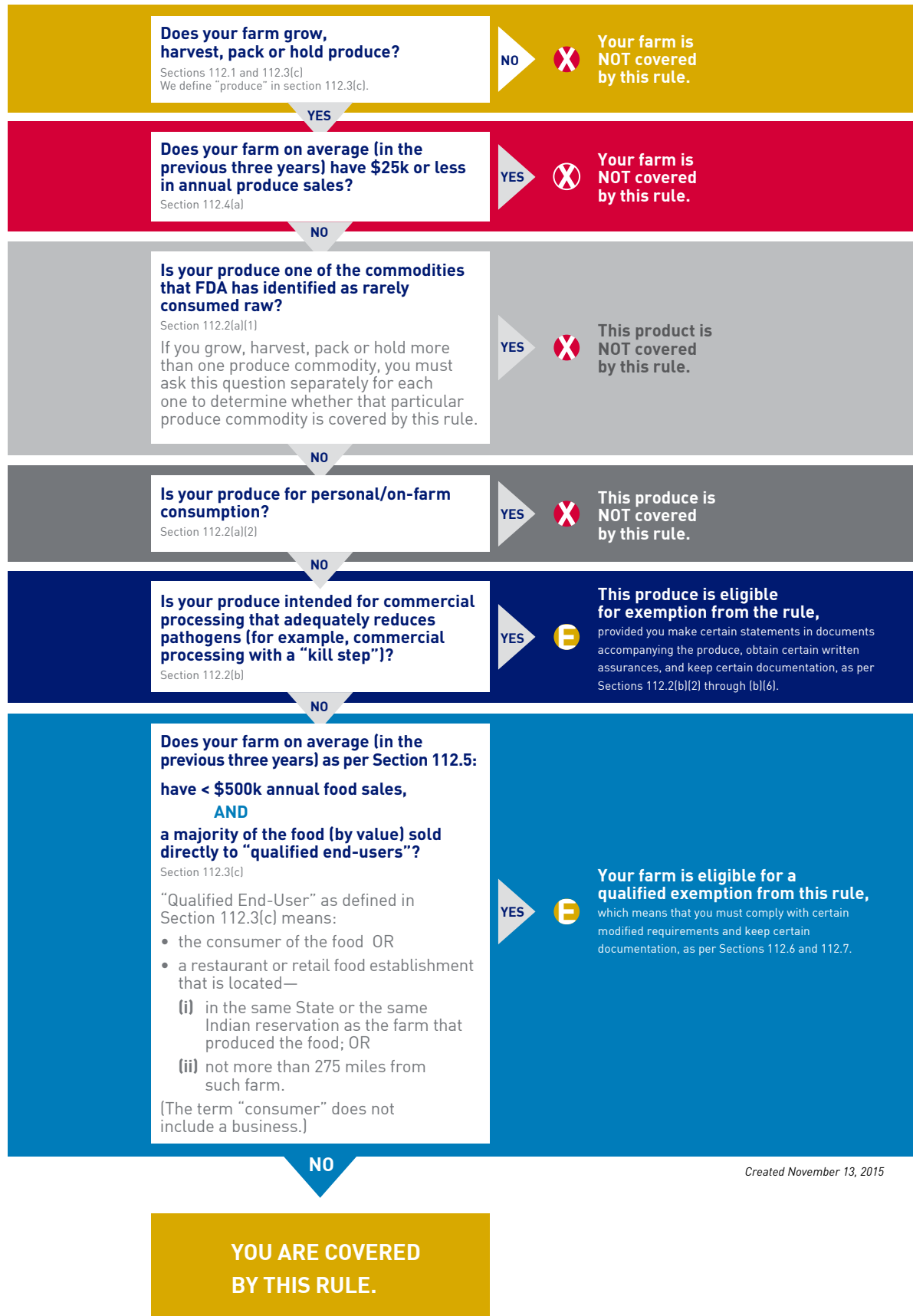
\*Produce covered by the PSR is described in Section § 112.1.



# Standards for Produce Safety

## Coverage and Exemptions/Exclusions for 21 Part 112

The Preventive Controls for Human Food rule clarified the definition of a farm to cover two types of farm operations, primary production farms and secondary activities farms. The same definition is used in the Produce Safety rule (section 112.3(c)). Below are basic criteria that determine whether an operation that meets the definition of “farm” is subject to the produce rule.





# Qualified Exemption Review

PSR Required (if Applicable)

FSMA PSR Reference § 112.7

Frequency: Annual

Farms claiming a qualified exemption from the PSR must complete and document an annual review of farm sales records to ensure they meet the criteria for a qualified exemption. The documentation of the annual review must be kept for two years. Records (such as receipts or other sales tracking records) for the three years prior to the applicable calendar year to support a qualified exemption must be kept.

Farm Name & Address: *Florida Produce Farm*  
112 Farm Rd. - Harveston, FL 34567

Date of Review: Jan 1, 2021

**STEP 1:** Review food sales for previous three years. Food sales include produce sales, grain, feed for animals, sales of live food animals, and other human food.

Year 1 (Sales Year 2018): \$ 30,000 Total Food Sales

Year 2 (Sales Year 2019): \$ 55,000 Total Food Sales

Year 3 (Sales Year 2020): \$ 42,000 Total Food Sales

Previous 3-Year Average Food Sales: \$ 42,333.33 (Part A)

\*\*Food Sales Threshold Adjusted for Inflation: \$ 550,551 (Part B) — \$550,551 is the 3-year average for 2016-2018  
\*\* see information at the bottom of the page

**Are the farms 3-year average food sales (Part A) less than the Food Sales Threshold Adjusted for Inflation (Part B)?**

If yes, continue to STEP 2. If no, your farm does not meet the criteria for a qualified exemption.

**STEP 2:** Review food sales that were sold to qualified end-users (QEU). QEU are consumers of the food (sales directly to customers at a farmers market, U-Pick, Roadside stand, On-Farm store, CSA, other direct customer sales, or sales of food sold to a food retail establishment (grocery store) or restaurant that is in the same state of the farm or within 275 miles of the farm)

	Sales to QEU	Sales to non-QEU
Year 1 (Sales Year <u>2018</u> ):	\$ <u>30,000</u>	\$ _____
Year 2 (Sales Year <u>2019</u> ):	\$ <u>40,000</u>	\$ <u>15,000</u>
Year 3 (Sales Year <u>2020</u> ):	\$ <u>42,000</u>	\$ _____
3-Year Average:	\$ <u>37,333</u> (Part C)	\$ <u>5,000</u> (Part D)

Comment: Food sales from farmers market in 2018 & 2020. \$15,000 of produce sold to a wholesaler in 2019.

**Is the 3-year average of sales to QEU (Part C) greater than the 3-year average of sales to non-QEU (Part D)?**

If you answered yes in STEP 1 and STEP 2, your farm meets the requirements for a qualified exemption.

**\*\*Adjustments for inflation:** Food Sales Threshold Adjusted for Inflation is an average of the previous 3-year's inflation thresholds listed by FDA. Visit FDA's website at <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm554484.htm> to view the table of these values.

Reviewed by: *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *Jan 1, 2021*



# Qualified Exemption Review

Required (if Applicable)

FSMA PSR Reference § 112.7

Frequency: Annual

Farms claiming a qualified exemption from the PSR must complete and document an annual review of farm sales records to ensure they meet the criteria for a qualified exemption. The documentation of the annual review must be kept for two years. Records (such as receipts or other sales tracking records) for the three years prior to the applicable calendar year to support a qualified exemption must be kept.

Farm Name & Address:

Date of Review:

**STEP 1:** Review food sales for previous three years. Food sales include produce sales, feed for animals, sales of live food animals, and other human food.

Year 1 (Sales Year \_\_\_\_\_): \$ \_\_\_\_\_

Year 2 (Sales Year \_\_\_\_\_): \$ \_\_\_\_\_

Year 3 (Sales Year \_\_\_\_\_): \$ \_\_\_\_\_

Previous 3-Year Average Food Sales: \$ \_\_\_\_\_ (Part A)

**\*\*Food Sales Threshold Adjusted for inflation:** \$ \_\_\_\_\_ (Part B) – see information at the bottom of the page\*\*

**Are the farms 3-year average food sales (Part A) less than the Food Sales Threshold Adjusted for Inflation (Part B)?**

If yes, continue to STEP 2. If no, your farm does not meet the criteria for a qualified exemption.

**STEP 2:** Review food sales that were sold to qualified end-users (QEU). QEU are consumers of the food (sales directly to customers at a farmers market, U-Pick, Roadside stand, On-Farm store, CSA, other direct customer sales, or sales of food sold to a food retail establishment (grocery store) or restaurant that is in the same state of the farm or within 275 miles of the farm)

	Sales to QEU	Sales to non-QEU
Year 1 (Sales Year _____):	\$ _____	\$ _____
Year 2 (Sales Year _____):	\$ _____	\$ _____
Year 3 (Sales Year _____):	\$ _____	\$ _____
3-Year Average:	\$ _____	\$ _____

Comment: \_\_\_\_\_

**Is the 3-year average of sales to QEU (Part C) greater than the 3-year average of sales to non-QEU (Part D)?**

If you answered yes in STEP 1 and STEP 2, your farm meets the requirements for a qualified exemption.

**\*\*Adjustments for inflation:** Food Sales Threshold Adjusted for Inflation is an average of the previous 3-year's inflation thresholds listed by FDA. Visit FDA's website at <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm554484.htm> to view the table of these values.

Reviewed by:

Title:

Date:



# Farm Disclosure Statement

(Produce Safety Rule Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: With each Applicable Shipment

## DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

### For Produce Sold to Commercial Processors

Dear Processed Pepper Products Co.,  
(Customer name)

The produce you purchased (listed below) from Florida Produce Farm (farm name) on 3/25/2021 (date) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot #	<u>101, 102</u>	Description	<u>Datil Peppers</u>	Quantity	<u>24 Boxes</u>
Lot #	<u></u>	Description	<u></u>	Quantity	<u></u>

Sincerely,

Sue Black – VP Sales  
(Authorized Farm Representative Name & Title)

Please attach additional pages if more lots or descriptions are needed.

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **“not processed to adequately reduce the presence of microorganisms of public health significance”**. This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce. Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. (Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).



# Farm Disclosure Statement

(Produce Safety Rule Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: With each Applicable Shipment

## DISCLOSURE TO ACCOMPANY THE PRODUCE SHIPMENT

### For Produce Sold to Commercial Processors

Dear \_\_\_\_\_,  
(Customer name)

The produce you purchased (listed below) from \_\_\_\_\_ (farm name) on \_\_\_\_\_ (date) was grown, harvested, or packed in conditions that may or may not comply with all the provisions of the Food Safety Modernization Act Produce Safety Rule. **This produce has not been processed to adequately reduce the presence of microorganisms of public health significance.** To protect public health and gain compliance with the rule, this produce must be processed adequately to reduce the presence of microorganisms of public health significance prior to entering commerce.

Lot # \_\_\_\_\_ Description \_\_\_\_\_ Quantity \_\_\_\_\_

Lot # \_\_\_\_\_ Description \_\_\_\_\_ Quantity \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Authorized Farm Representative Name & Title)

*Please attach additional pages if more lots or descriptions are needed.*

In accordance with 21 CFR §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must disclose in documents accompanying the produce, in accordance with the practice of the trade, that the food is **“not processed to adequately reduce the presence of microorganisms of public health significance”**. This disclosure statement must be provided by the seller to the buyer and must be provided in documents accompanying the produce. Examples of such documents accompanying the produce may include labels, bills of lading, shipping documents, or other documents that will notify appropriate personnel. (Please note that the farm [seller] must keep a record of all disclosures made. An appropriate record may include a ledger of all shipments with an example disclosure document or copies of the original shipping document containing the disclosure statement).



# Buyer Written Assurance Statement

(Produce Safety Rule Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: Annual

## PROCESSING ASSURANCE STATEMENT

For Produce that is Commonly Consumed Raw

Dear Sue Black,  
(Grower name)

I certify that all produce intended for commercial processing purchased from Florida Produce Farm (farm name) will be processed and/or handled in accordance to the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that Processed Pepper Products Co. (buyer business name) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: fermentation

Sincerely,

Mike Douglas – Production VP

(Authorized Representative Name & Title)

Mike Douglas 8/26/2020

(Authorized Representative Signature & Date)

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 (Please note that the farm must keep a record of all written assurances).



# Buyer Written Assurance Statement

(Produce Safety Rule Processing Exemption Documentation)

PSR Required (if Applicable)

FSMA PSR Reference § 112.2

Frequency: Annual

## PROCESSING ASSURANCE STATEMENT

For Produce that is Commonly Consumed Raw

Dear \_\_\_\_\_,  
(*Grower name*)

I certify that all produce intended for commercial processing purchased from \_\_\_\_\_ (*farm name*) will be processed and/or handled in accordance to the requirements outlined in 21 Code of Federal Regulations 112.2 (b).

I certify that \_\_\_\_\_ (*buyer business name*) has established and is following procedures (listed below) that adequately reduce the presence of microorganisms of public health significance; or that the aforementioned produce will be sold to a subsequent entity in the distribution chain that has agreed in writing to process the produce to adequately reduce the presence of microorganisms of public health significance. Disclosures and annual written assurances that are required when selling the aforementioned produce to a subsequent entity in the distribution chain will be provided and obtained.

Procedure used to process produce: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(*Authorized Representative Name & Title*)

\_\_\_\_\_  
(*Authorized Representative Signature & Date*)

In accordance with 21 Code of Federal Regulations §112.2 of the Food Safety Modernization Act (FSMA) Produce Safety Rule, produce farms seeking a commercial processing exemption for covered produce, must annually obtain a written assurance from the buyer that the produce was processed to adequately reduce the presences of microorganisms of public health significance or that the produce was sold to another entity in the distribution chain that certifies to adequately process the produce to adequately reduce the presence of microorganisms of public health significance. The written assurance must meet the requirements as specified in 21 Code of Federal Regulations §112.2 (*Please note that the farm must keep a record of all written assurances*).



# Worker Training, Health, and Hygiene

A well-trained staff is essential to successful food safety programs.

The PSR requires that all employees (including part-time, seasonal, volunteers, & supervisors) who handle (or supervise others who handle) covered produce or food-contact surfaces must be adequately trained as needed, but at least once annually. It is important to recognize that farms vary greatly in their operation and training topics must cover food safety as it relates to the farm’s specific operations.

**Training programs must:**

- Be appropriate for the job and conducted upon hiring.
- Be refreshed at least annually and as needed.
- Be conducted in a manner that is easily understood by personnel being trained.
- Be supervised by a qualified person.

Personnel training should include when and how to wash hands thoroughly. Additionally, restroom and handwashing facilities must be available and maintained adequately to reduce the risk of contamination.

**Employees must wash their hands:**

- » Before starting work.
- » Before putting on gloves.
- » After using the restroom or toilet facilities.
- » Upon return from any break or absence.
- » As soon as practical after touching animals or any waste of animal origin.
- » Any other time hands may have become contaminated.



## What requirements apply regarding records?

**FSMA PSR Reference § 112.30, § 112.31, § 112.33, and § 112.129**

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Worker Training Log	✓	Illness and Injury Log	✓
		Restroom Monitoring & Cleaning Log	✓
		Visitor Log	✓
		Farm Food Safety Plan	

If you have any questions, please call **(863) 578-1900** or visit our website at **www.FDACS.gov/FSMA**.



# Worker Training Checklist

Farms must develop a training that is specific and applicable to their operation, which include the required training topics outlined in the PSR. This table is an aid to help farmers identify key training requirements and should not be used as a comprehensive training topic list.

Required Recipients	Topic	Description	Completed? (Check box)
<b>Required for <u>ALL</u> Workers</b> (Required for all workers who handle covered produce including those who harvest)	<b>Principles of Food Safety &amp; Food Hygiene</b>		
	Microbial Contamination	Workers need to be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated.	
	Cleaning & Sanitizing	Workers need to be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities.	
	Working Animals & Wildlife	Workers need to be trained on the potential risks of microbial contamination caused by wildlife or by working animals.	
	Additional Farm-Specific:	Description:	
	<b>Personal Health &amp; Hygiene</b>		
	Recognizing Health Conditions / Sick Policy	Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on who to report to in cases of injury or illness.	
	Injury Policy	Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered. Employees should be trained on where to receive or access first aid.	
	Hand Washing	Workers must know when and how to properly wash hands. 112.32 of the PSR outlines when hand washing is required.	
	Restroom	Workers need to be made aware of restroom locations and proper hygiene associated to reduce potential of cross-contamination.	
	Additional Farm-Specific:	Description:	
	<b>Produce Safety Rule Standards</b>		
	Applicable Standards found in the PSR	Workers must understand the standards found in Subparts C (Worker Training) through Subpart O (Records) of the PSR which apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (i.e. Subpart L – Equipment, tools, buildings, and sanitation). Workers need to understand the terms “covered produce” and “covered activities”.	
	Additional Farm-Specific:	Description:	
<b>Required for Harvest Workers</b>	<b>Harvest Activities of Covered Produce</b>		
	Proper & Safe Harvest	Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been contaminated or likely to be contaminated.	
	Inspecting Harvest Containers and Equipment	Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards	
	Correcting Harvest Containers & Equipment	Workers who conduct harvest activities must know how to correct problems with harvest containers or equipment, or know to report such problems to the supervisor, as appropriate to the person's job responsibilities.	



# Worker Training Log

PSR Required

FSMA PSR Reference § 112.30

Frequency: At Least Annually

The PSR requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
*112 Farm Rd. - Harveston, FL 34567*

**Date of Training:** Jan 15, 2021

**Name of Trainer:** *Johnny S Wright* **Time of Training:** 10:00 am

**Topics Covered in Training:** *Worker health and hygiene, bathroom facilities, proper and safe harvesting, use of detergent and sanitizers (cleaning and sanitizing activities), inspecting harvest containers and equipment, principles of food hygiene and food safety, applying soil amendments of animal origin*

**Please attach and/or reference any training materials used.**  
**Attach additional sheets if needed.**

	Employee Name (Printed)	Position	Employee Signature
1	<i>Pam Wright</i>	<i>Grower</i>	<i>Pam Wright</i>
2	<i>Sam Johnson</i>	<i>Grower / Maintenance</i>	<i>Sam Johnson</i>
3	<i>Alejandro Hernandez</i>	<i>Harvest Crew Supervisor</i>	<i>Alejandro Hernandez</i>
4	<i>Abbie Peterson</i>	<i>Harvest Crew</i>	<i>Abbie Peterson</i>
5	<i>Mark Brown</i>	<i>Produce Packer (Packhouse)</i>	<i>Mark Brown</i>
6			
7			
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9			
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11			
12			
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14			
15			

**Reviewed by:** *Johnny S Wright*

**Title:** *Owner/Supervisor*

**Date:** *1/15/2021*



# Worker Training Log

**PSR Required** **FSMA PSR Reference § 112.30** **Frequency: At Least Annually**

The PSR requires that farms covered by the rule establish and keep records of training that document required training of personnel. Training records must include the date of training, topics covered, and the person(s) trained. Training should be conducted as needed but at least annually. Keep this record for at least 2 years.

**Farm Name & Address:** \_\_\_\_\_ **Date of Training:** \_\_\_\_\_

**Name of Trainer:** \_\_\_\_\_ **Time of Training:** \_\_\_\_\_

**Topics Covered in Training:** \_\_\_\_\_

Please attach and/or reference any training materials used.  
Attach additional sheets if needed.

	Employee Name (Printed)	Position	Employee Signature
1			
2			
3			
4			
5			
6			
7			
8			
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12			
13			
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15			

**Reviewed by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Illness and Injury Log

## PSR Optional Record

FSMA PSR Reference § 112.31

Frequency: As Necessary

The PSR requires that covered farms take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea). Keep this record for at least 2 years.

**Farm Name & Address:** Florida Produce Farm  
112 Farm Rd. - Harveston, FL 34567

**Date:** April 2, 2021

See the farm policy for information on addressing employee injuries and illness.

Date	Name of Employee	Illness/Injury Reported	Action Taken (Medical Treatment, Tools/product affected and corrective action)	Did employee return to work? (Y/N)	Supervisor Initials
3/20/21	Abbie Peterson	Cut leg while harvesting lettuce.	Cleaned wound, applied antiseptic, applied a bandage and wrapped leg. Knife affected was cleaned and sanitized.	Y	JSW
2/2/21	Sam Johnson	Vomited	Sent home to recover	N	JSW
1/30/21	Mark Brown	Cut finger while opening box.	Cleaned wound, applied antiseptic, applied bandage. Box knife cleaned and sanitized. Box properly disposed.	Y	JSW

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 4/2/2021



# Illness and Injury Log

PSR Optional Record

FSMA PSR Reference § 112.31

Frequency: As Necessary

The PSR requires that covered farms take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea). Keep this record for at least 2 years.

Farm Name & Address:

Year:

See the farm policy for information on addressing employee injuries and illness.

Date	Name of Employee	Illness/Injury Reported	Action Taken (Medical Treatment) (Tools/product affected and corrective action)	Did employee return to work? (Y/N)	Supervisor Initials

Reviewed by:

Title:

Date:



# Restroom Monitoring & Cleaning Log

PSR Optional Record

FSMA PSR Reference § 112.129

Frequency: As Necessary

The PSR requires that farms covered by the rule have toilet facilities designed to prevent contamination of produce, be accessible for servicing, be serviced and cleaned at a frequency to ensure suitability of use. Toilet facilities must be supplied with toilet paper, must provide sanitary disposal of waste and toilet paper, and be located near an adequate handwashing station. Although not required by the PSR, farms should keep a record of when monitoring and cleaning of toilet facilities occur. Keep this record for at least 2 years.

Farm Name & Address: *Florida Produce Farm*

Month and Year: *April 2021*

*112 Farm Rd. - Harveston, FL 34567*

Date	Restroom # or Location	Checked	Cleaned	Serviced	Actions Completed (ex. special maintenance required, supplies filled, etc.)	Initials
4/2/21	Packing Shed	X	X		Cleaned the inside and emptied trash	JSW
4/5/21	Packing Shed	X	X		Cleaned the inside and emptied trash	JSW
4/7/21	Portable Toilet 1	X	X		Cleaned the inside and emptied trash, refilled hand washing tank	JSW
4/13/21	Packing Shed	X			Sink was leaking, maintenance request put in for 4/16/2021	JSW
4/14/21	Packing Shed			X	Plumber fixed leaking sink	JSW
4/18/21	Portable Toilet 1			X	Tank pumped by Tom Miller of Portable Toilets 'R Us	JSW
4/25/21	Portable Toilet 1	X	X		Cleaned the inside and emptied trash, refilled hand washing tank	JSW

Reviewed by: *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *4/29/2021*



# Restroom Monitoring & Cleaning Log

PSR Optional Record

FSMA PSR Reference § 112.129

Frequency: As Necessary

The PSR requires that farms covered by the rule have toilet facilities designed to prevent contamination of produce, be accessible for servicing, be serviced and cleaned at a frequency to ensure suitability of use. Toilet facilities must be supplied with toilet paper, must provide sanitary disposal of waste and toilet paper, and be located near an adequate handwashing station. Although not required by the PSR, farms should keep a record of when monitoring and cleaning of toilet facilities occur. Keep this record for at least 2 years.

Farm Name & Address:

Month and Year:

Date	Restroom # or Location	Checked	Cleaned	Serviced	Actions Completed (ex. special maintenance required, supplies filled, etc.)	Initials

Reviewed by:

Title:

Date:



# Visitor Log

PSR Optional Record

FSMA PSR Reference § 112.33

Frequency: As Necessary

The PSR requires that covered farms make visitors aware of farm policies and procedures to protect covered produce and food contact surfaces from contamination. Farms covered by the rule must take steps reasonably necessary to ensure that visitors comply with farm policies. Keep this record for at least 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
112 Farm Rd. - Harveston, FL 34567

**Month and Year:** *Nov - Dec/2020*

See the farm policy for information on food safety procedures for visitors.

Date	Enter Time	Exit Time	Name & Organization	Purpose of Visit	Reviewed Visitor Policy (Y/N)?	Host (initials)
11/15/20	8:30 am	9:45 am	Melissa Johnson, Produce Buyers of SW Florida	Looking for new tomato supplier	Y	JSW
12/1/20	11:00 am	11:30 am	Nick Minor, El Jimador	Picking up weekly tomato supply	Y	JSW
12/2/20	2:00 pm	3:00 pm	Rachel Smith, neighbor	Picking cull tomatoes	Y	JSW
12/8/20	11:00 am	11:30 am	Nick Minor, El Jimador	Picking up weekly tomato supply	Y	JSW
12/15/20	11:00 am	11:30 am	Nick Minor, El Jimador	Picking up weekly tomato supply	Y	JSW
12/17/20	2:00 pm	3:00 pm	Rachel Smith, neighbor	Picking cull tomatoes	Y	JSW
12/20/20	9:30 am	10:00 am	Bob Rogers, seed dealer	Discuss next year seed supply needs	Y	JSW

**Reviewed by:** *Johnny S Wright*

**Title:** *Owner/Supervisor*

**Date:** *12/30/2021*



# Visitor Log

PSR Optional Record

FSMA PSR Reference § 112.33

Frequency: As Necessary

The PSR requires that covered farms make visitors aware of farm policies and procedures to protect covered produce and food contact surfaces from contamination. Farms covered by the rule must take steps reasonably necessary to ensure that visitors comply with farm policies. Keep this record for at least 2 years.

Farm Name & Address:

Month and Year:

See the farm policy for information on food safety procedures for visitors.

Date	Enter Time	Exit Time	Name & Organization	Purpose of Visit	Reviewed Visitor Policy (Y/N)?	Host (initials)

Reviewed by:

Title:

Date:



# Soil Amendments

**When treated properly, biological soil amendments can reduce microbial pathogens and reduce the risk of contamination to fruit and vegetable crops.**

Soil amendments are any chemical, biological, or physical materials intentionally added to the soil to improve and support plant growth and development. The PSR focuses on biological soil amendments of animal origin (BSAAO)\* because they present the highest public health risk.



## Untreated Soil Amendments

Untreated BSAAOs are considered high risk since they have not been adequately processed to reduce or eliminate pathogens. These soil amendments are considered untreated:

- Raw manure
- “Aged” or “stacked” manure
- Untreated manure slurries or teas
- Agricultural teas with supplemental microbial nutrients
- Any soil amendment mixed with raw manure
- Any treated soil amendment that becomes contaminated by an untreated BSAAO

In general, untreated BSAAOs must not contact the harvestable portion of the crop. FDA is currently conducting research to support application intervals for raw manure. This information will be made available to produce growers when it is finalized and released.

## Treated Soil Amendments

To be considered a treated soil amendment under the PSR, one of these scientifically valid processes must be used:

- **Aerated static composting:** aerobic, minimum of 131° F (55° C) for three days, followed by curing with proper management to ensure elevated temperatures throughout all materials
- **Turned composting:** aerobic, minimum of 131° F (55° C) for 15 days, minimum of five turnings, followed by curing
- **Other scientifically valid controlled composting process:** must have proof that process properly reduces or eliminates pathogens

\*Biological Soil Amendment of Animal Origin is defined in Section § 112.3(c) of the PSR.



# Records Required for Soil Amendments

If you process your own compost or other BSAAOs on your farm, a record is required to document the process used. Depending on the process used, records should include these steps:

- Length of time materials are composted
- Temperature of pile
- How often it is turned
- Other processing steps

If you purchase BSAAOs from a 3rd party supplier, a Certificate of Conformance is required to verify that the supplier has used a treatment process that adequately reduces or eliminates pathogens and has handled, conveyed and stored the soil amendment in a manner that minimizes the risk of it becoming contaminated.

The requirements of this certificate include documentation that:

- The treatment is a scientifically valid process that was carried out with appropriate process monitoring (§ 112.60(b)(1)(i))
- The BSAAO has been handled, conveyed and stored in a manner and location to minimize the risk of contamination by an untreated or in-process soil amendment (§ 112.60(b)(1)(ii))



## What requirements apply regarding records?

FSMA PSR Reference § 112.30 and § 112.60

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Compost Process Log	✓	Soil Amendment Application Log	✓
Certificate of Conformance	✓	Farm Food Safety Plan	
Worker Training Log	Pages 13-14		

If you have any questions, please call (863) 578-1900 or visit our website at [www.FDACS.gov/FSMA](http://www.FDACS.gov/FSMA).



# Compost Process Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.60

Frequency: As Necessary

The PSR requires farms covered by the rule which produce treated biological soil amendments of animal origin document the process controls were met (for example, time, temperature, and turnings). Keep this record for at least 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
112 Farm Rd. - Harveston, FL 34567

**Year:** 2020

Compost Method: Turned composting Compost Row Number/Area: Row 1

Pile Ingredients: Cow Manure, Table Scraps, Grass, Weeds, Yard Trimmings, Wood Mulch, Stable Bedding/Litter

Compost Pile Start Date: 8/15/2020 Compost Pile Finish Date: 8/30/2020

Section 112.54 (b) of the PSR provides an example of proper compost production that satisfies the microbial standards in section 112.55 (b). Static composting outlined in the rule requires a minimum temperature of 131°F to be maintained for 3 days. Turned composting outlined in the rule requires a minimum temperature of 131°F for 15 days, during which the materials must be turned 5 times.

Date Turned	Test Area 1 (Temp. + Time)	Test Area 2 (Temp. + Time)	Test Area 3 (Temp. + Time)	Test Area 4 (Temp. + Time)	Initials
8-18-2020	132 F/ 10:00 AM	141 F/10:01 AM	140 F/ 10:03 AM	137 F/ 10:04 AM	JSW
8-20-2020	134 F/ 6:20 PM	139 F/6:21 PM	138 F/ 6:22 PM	137 F/ 6:23 PM	JSW
8-23-2020	134 F/ 5:27 PM	130 F/5:28 PM	138 F/ 5:29 PM	137 F/ 6:30 PM	JSW
8-25-2020	135 F/ 3:15 PM	131 F/3:16 PM	138 F/ 3:17 PM	137 F/ 3:18 PM	JSW
8-28-2020	136 F/ 6:10 PM	130 F/6:11 PM	138 F/ 6:12 PM	137 F/ 6:13 PM	JSW

Reviewed by: *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *8/30/2020*



# Compost Process Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.60

Frequency: As Necessary

The PSR requires farms covered by the rule which produce treated biological soil amendments of animal origin document the process controls were met (for example, time, temperature, and turnings). Keep this record for at least 2 years.

Farm Name & Address:

Year:

Compost Method:

Compost Row Number/Area:

Pile Ingredients:

Compost Pile Start Date:

Compost Pile Finish Date:

Section 112.54 (b) of the PSR provides an example of proper compost production that satisfies the microbial standards in section 112.55 (b). Static composting outlined in the rule requires a minimum temperature of 131°F to be maintained for 3 days. Turned composting outlined in the rule requires a minimum temperature of 131°F for 15 days, during which the materials must be turned 5 times.

Date Turned	Test Area 1 (Temp. + Time)	Test Area 2 (Temp. + Time)	Test Area 3 (Temp. + Time)	Test Area 4 (Temp. + Time)	Initials

Reviewed by:

Title:

Date:



# Soil Amendment Application Log

PSR Optional Record

FSMA PSR Reference Subpart F

Frequency: As Necessary

The PSR allows farmers to use BSAAO for growing produce. Examples of BSAAO include treated compost, raw manure, aged manure, bone meal, etc. Section 112.56 of the PSR outlines certain interval and application requirements to reduce the risk of produce contamination. Keep this record for at least 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
*112 Farm Rd. - Harveston, FL 34567*

**Year:** 2020

This form should be used to record soil amendments applied to fields on your farm.

Application Date	Crop	Location	Quantity Applied	Amendment Type	Application Method	Planting Date	First Harvest Date	Initials
7/27/20	Eggplant	Rows 1-4	1.5 tons/acre	Composted Manure	Broadcast	8/15/20	11/2/20	JSW
7/27/20	Peppers	Rows 1-2	1 tons/acre	Composted Manure	Broadcast	8/16/20	10/24/20	JSW
8/2/20	Staked Tomatoes	Rows 1-4	1.5 tons/acre	Composted Manure	Broadcast	8/25/20	11/15/20	JSW
8/3/20	Cucumbers	Rows 1-2	1 tons/acre	Relletized poultry litter (Treated)	Broadcast	9/7/20	11/7/20	JSW

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 11/24/2020



# Soil Amendment Application Log

PSR Optional Record

FSMA PSR Reference Subpart F

Frequency: As Necessary

The PSR allows farmers to use BSAAO for growing produce. Examples of BSAAO include treated compost, raw manure, aged manure, bone meal, etc. Section 112.56 of the PSR outlines certain interval and application requirements to reduce the risk of produce contamination. Keep this record for at least 2 years.

Farm Name & Address:

Year:

This form should be used to record soil amendments applied to fields on your farm.

Application Date	Crop	Location	Quantity Applied	Amendment Type	Application Method	Planting Date	First Harvest Date	Initials

Reviewed by:

Title:

Date:



# Certificate of Conformance

## Third-Party Soil Amendment Suppliers

PSR Required (if Applicable)

FSMA PSR Reference § 112.60

Frequency: Annual

Date: July 18, 2020 (must be renewed annually)

To Whom It May Concern:

Sunshine State Processed Poops, Inc. - Cow Manure Compost Mix (company and product name) meets the definition of a treated biological soil amendment of animal origin in the FSMA Produce Safety Rule. This product has undergone a scientifically valid treatment, with appropriate process monitoring, to conform to one of the following microbial standards.

### Select one of the following

- ☒ §112.55(a): No detectable *L. monocytogenes*, *Salmonella* spp., and *E. coli* O157:H7
- For *L. monocytogenes*, detection limit 1 CFU in 5 g or 5 mL
  - For *Salmonella*, detection limit 3 MPN in 4 g (total solids) or 4 mL (if liquid is being sampled)
  - For *E. coli* O157:H7, detection limit 0.3 MPN in 1 g or 1 mL analytical portion
- ☐ §112.55(b): No detectable *Salmonella* spp., and fecal coliforms <1000 CFU in 1 g or 1 mL total solids
- For *Salmonella*, detection limit 3 MPN in 4 g (total solids) or 4 mL (if liquid is being sampled)

The process used to achieve this treatment status was:

### Select one of the following

- ☐ **Aerated static composting** with 3 or more days at temperature followed by adequate curing
- ☒ **Turned (windrow) composting** with 15 or more days at temperature and 5 or more turnings, followed by adequate curing
- ☐ **Other:** \_\_\_\_\_

Appropriate control parameters were monitored throughout the treatment process.

This product has been handled, conveyed, and stored in a manner and location to minimize the risk of contamination by an untreated or in-process biological soil amendment of animal origin. Practices used to minimize contamination risk include:

### Select all that apply

- ☒ Physical separation of in-process product from finished product
- ☒ Storm water and runoff were directed away from finished product
- ☒ Different equipment was used for handling finished product
- ☒ Equipment was cleaned and sanitized before handling finished product
- ☒ Other: Employees wash hands and rinse boots before handling treated compost

Frank Diggerson / VP Production

Frank Diggerson

7 / 18 / 2020

Name and Title

Signature

Date

If final product was tested, attach a copy of the analysis to this document



# Certificate of Conformance

## Third-Party Soil Amendment Suppliers

PSR Required (if Applicable)

FSMA PSR Reference § 112.60

Frequency: Annual

Date: \_\_\_\_\_ (must be renewed annually)

To Whom It May Concern:

\_\_\_\_\_ (company and product name) meets the definition of a treated biological soil amendment of animal origin in the FSMA Produce Safety Rule. This product has undergone a scientifically valid treatment, with appropriate process monitoring, to conform to one of the following microbial standards.

### Select one of the following

- ☐ §112.55(a): No detectable *L. monocytogenes*, *Salmonella* spp., and *E. coli* O157:H7
- For *L. monocytogenes*, detection limit 1 CFU in 5 g or 5 mL
  - For *Salmonella*, detection limit 3 MPN in 4 g (total solids) or 4 mL (if liquid is being sampled)
  - For *E. coli* O157:H7, detection limit 0.3 MPN in 1 g or 1 mL analytical portion
- ☐ §112.55(b): No detectable *Salmonella* spp., and fecal coliforms <1000 CFU in 1 g or 1 mL total solids
- For *Salmonella*, detection limit 3 MPN in 4 g (total solids) or 4 mL (if liquid is being sampled)

The process used to achieve this treatment status was:

### Select one of the following

- ☐ **Aerated static composting** with 3 or more days at temperature followed by adequate curing
- ☐ **Turned (windrow) composting** with 15 or more days at temperature and 5 or more turnings, followed by adequate curing
- ☐ **Other:** \_\_\_\_\_

Appropriate control parameters were monitored throughout the treatment process.

This product has been handled, conveyed, and stored in a manner and location to minimize the risk of contamination by an untreated or in-process biological soil amendment of animal origin. Practices used to minimize contamination risk include:

### Select all that apply

- ☐ Physical separation of in-process product from finished product
- ☐ Storm water and runoff were directed away from finished product
- ☐ Different equipment was used for handling finished product
- ☐ Equipment was cleaned and sanitized before handling finished product
- ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If final product was tested, attach a copy of the analysis to this document



# Agricultural Water

**Without water, there would be no fresh produce. Pathogens can easily spread through agricultural water and pose a significant risk to human health. Knowing how to manage water quality is critical to reducing produce safety risks.**

Agricultural Water\* is any water that is intended to or likely to contact produce or food contact surfaces. All agricultural water must be safe and of adequate sanitary quality for its intended use.

For the purposes of the PSR, Ag Water is divided into 2 categories, **Production Water** and **Post-Harvest Water**. The water quality standards are different for these two categories of water used on the farm.



## Production Water

Production water is used in contact with produce during growth.

- Irrigation
- Fertigation
- Application of pesticides
- Frost protection

## Post-Harvest Water

Post-harvest water is used in direct contact with covered produce or food contact surfaces during or after harvest.

- |  |   |
|--|---|
| • Rinsing                                | • Ice making                                  |
| • Washing                                | • Post-harvest fungicide and wax application  |
| • Moving commodities (such as in flumes) | • Hand washing                                |
| • Cooling                                | • Cleaning and sanitizing tools and equipment |

*Untreated surface water may not be used for any post-harvest activity.*

\*Agricultural Water is defined in Section § 112.3(c) of the PSR.



# Requirements for Agricultural Water

1. Inspect agricultural water sources and water distribution systems at least yearly.
2. Test quality of water used during growing activities.

Water quality testing must be done for all sources of agricultural water on the farm.

## Why?

Pathogens in agricultural water pose a significant risk of contaminating fresh produce.

## What do you test for?

**Production water** quality profiles must meet both of these criteria:

» 126 or less colony forming units (CFU) of **generic E. coli** per 100 milliliters (mL) of water geometric mean,

and

» 410 or less CFU of **generic E. coli** per 100 mL of water statistical threshold value.

**Post-harvest water** quality profiles must meet the following criteria:

» **No detectable generic E. coli** per 100 milliliters (mL) of water per sample.

For a tool to help calculate the geometric mean and statistical threshold value, go to [wcfs.ucdavis.edu](http://wcfs.ucdavis.edu).

## 3. If necessary, take corrective actions.

- Apply a time interval between water application and harvest for microbial die off.
- Re-inspect the water system, identify problems, make necessary changes, and confirm effectiveness.
- Treat the water

## Where?

For a map of water testing locations nationwide, visit <http://go.uvm.edu/waterlabmap> or call your local extension office to find a lab in your area.

## When?

**Public water sources:** No testing required if you can provide a copy of test results or current certificates of compliance from your public water provider annually.

## Ground water sources:

» Initial year: Take four samples throughout the growing season or in one year.

» Subsequent years: Take one sample during the growing season.

## Surface water sources:

» Collect an initial water quality profile of 20 samples over a period of two to four years.

» Subsequent years: Take five samples during the growing season.

# What requirements apply regarding records?

FSMA PSR Reference § 112.50 and § 112.151

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Water Distribution System Inspection Log	✓	Water Testing Log	
Water Treatment Monitoring Log	✓	Labels from any Sanitizers Used	
Microbial Die-Off Corrective Measures Log	✓	Farm Food Safety Plan	
Water Test Results*			
Public Water Test Results or Certificate**			
Data Supporting Alternative Test Methods			

\*Water testing data should be provided by the lab conducting the tests.

\*\*Water quality data for any public water system should be provided annually by the public water company or municipality.

If you have any questions, please call **(863) 578-1900** or visit our website at [www.FDACS.gov/FSMA](http://www.FDACS.gov/FSMA).



# Water Distribution System Inspection Log

PSR Required

FSMA PSR Reference § 112.50

Frequency: At Least Annually

The PSR requires that farms covered by the rule inspect all agricultural water systems that are under the control of the farmer (including water sources, water distribution systems, facilities, and equipment), to identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces. See the PSR for full details on this inspection requirement. Keep this record 2 years past the date it was created. Farms will need to also consider the following:

- Nature of each water source (well, surface water, public water)
- Extent of control over each water source
- The Degree of protection of each water sources used (ex. barriers, fences, well houses, etc.)
- Use of adjacent and nearby land (ex. animal operations, run off, etc.)
- Use of water prior to your farm (ex. do other growers use water source prior to your farm).

**Farm Name & Address:** Florida Produce Farm  
112 Farm Rd. - Harveston, FL 34567

**Date of Inspection:** 4/22/2021

Please refer to Subpart E of the PSR and your farm standard operating procedures for specifics on water distribution system inspections. PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials
4/22/21	7 AM	Well 1, north field	Well casing in good shape, backflow prevention device in place, no broken pipes. Well water tested annually (record kept on farm).	None	JSW
4/22/21	9 AM	Pond, south field	Significant geese presence around the south field pond. Pond used for drip irrigation (under plastic).	Introduced decoys. Will monitor and test water to ensure that water meets PSR water quality requirements.	JSW
4/22/21	9:30 AM	Pond, south field	Cattle field located downhill from south pond. No run off into the pond. Fence surrounds south field pond	Will monitor animal fencing and will ensure animals are not a source of contamination to irrigation pond.	JSW
4/22/21	11 AM	Pack house plumbing	Pack house water is from public water system. No cross connections present which may contaminate water.	None	JSW
4/22/21	12 PM	Public Water	Obtained certificate of compliance from public water system. Public water used for harvest, cleaning and post-harvest activities	Will obtain certificate of compliance annually. Will ensure no cross connections from untreated water made to public water source.	JSW

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 4/22/2021



# Water Distribution System Inspection Log

**PSR Required** **FSMA PSR Reference § 112.50** **Frequency: At least Annually**

The PSR requires that farms covered by the rule inspect all agricultural water systems that are under the control of the farmer (including water sources, water distribution systems, facilities, and equipment), to identify conditions that are reasonably likely to introduce known or reasonably foreseeable hazards into or onto covered produce or food contact surfaces. See the PSR for full details on this inspection requirement. Keep this record 2 years past the date it was created. Farms will need to also consider the following:

- Nature of each water source (well, surface water, public water)
- Extent of control over each water source
- The Degree of protection of each water sources used (ex. barriers, fences, well houses, etc.)
- Use of adjacent and nearby land (ex. animal operations, run off, etc.)
- Use of water prior to your farm (ex. do other growers use water source prior to your farm).

**Farm Name & Address:** **Date of Inspection:**

Please refer to Subpart E of the PSR and your farm standard operating procedures for specifics on water distribution system inspections. PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED.

Date	Time	Water Distribution System and/or Water Source	Observation	Corrective Actions Taken (if required)	Initials

**Reviewed by:** **Title:** **Date:**



# Water Treatment Monitoring Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.50

Frequency: As Necessary

The PSR requires farms that are covered by the rule document monitoring of any water treated in accordance to 112.43 of the PSR. Follow all directions on the sanitizer label to ensure proper use. Keep this record for at least 2 years.

**Farm Name & Address :** Florida Produce Farm  
112 Farm Rd. - Harveston, FL 34567

**Month and Year:** October 2020

Please refer to Subpart E of the PSR and your farm standard operating procedures for specifics of adequate water treatment.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer Used & Rate*	Corrective Actions	Initials
10/15/20	8 am	7.0	70° F	Clear	Aquaguard (chlorine) 50 ppm	None	JSW
10/15/20	10 am	5.5	72° F	Moderately cloudy	Aquaguard (chlorine) 40 ppm	Added sodium hydroxide and Aquaguard until pH reached 7 and sanitizer reached 55 ppm	JSW
10/15/20	1 pm	6.5	70° F	Very cloudy	Aquaguard (chlorine) 45 ppm	Changed batch water due to turbidity	JSW
10/15/20	1:10pm	7	70° F	Clear	Aquaguard (chlorine) 50 ppm	None	JSW
10/15/20	4 pm	6.5	72° F	Clear	Aquaguard (chlorine) 40 ppm	None	JSW
10/16/20	8 am	7	70° F	Clear	FS4665 (Chlorine) 25 ppm	None	JSW
10/16/20	11 am	6.5	74° F	Slightly cloudy	FS4665 (Chlorine) 15 ppm	Added FS 4665 until up to 25 ppm	JSW
10/16/20	2 pm	8.5	73° F	Slightly cloudy	FS4665 (Chlorine) 25 ppm	Added hydrochloric acid until pH reached 6.5	JSW

\*Please keep chemical labels (copy or original) with record

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 10/30/20



# Water Treatment Monitoring Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.50

Frequency: As Necessary

The PSR requires farms that are covered by the rule document monitoring of any water treated in accordance to 112.43 of the PSR. Follow all directions on the sanitizer label to ensure proper use. Keep this record for at least 2 years.

Farm Name & Address :

Month and Year:

Please refer to Subpart E of the PSR and your farm standard operating procedures for specifics of adequate water treatment.

Date	Time	Water pH	Water Temperature	Turbidity	Sanitizer Used & Rate*	Corrective Actions	Initials

\*Please keep chemical labels (copy or original) with record

Reviewed by:

Title:

Date:



# Microbial Die-Off Corrective Measures Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.50

Frequency: As Necessary

The PSR requires that farms covered by the rule document actions taken in accordance to 112.45 of the PSR. Some agricultural water sources may contain generic E. coli due to environmental exposure. The PSR outlines corrective measure options to reduce the potential for contamination. Keep this record for 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
*112 Farm Rd. - Harveston, FL 34567*

**Month and Year:** *Feb. 2021*

Harvest Supervisor: <u>Johnny S Wright</u>					
Water Source: <u>East Irrigation Pond</u> Water Testing Company: <u>Florida Ag Water Lab</u>					
Current Calculated GM: <u>219</u> CFU / 100 ml water Current Calculated STV: <u>510</u> CFU / 100 ml water					
Calculated Interval: <u>1</u> Day(s) (must be 4 days or less)					
Adjusted GM (after Interval): <u>70</u> CFU / 100 ml water Adjusted STV (after Interval): <u>162</u> CFU / 100 ml water					
Field (Number, location, etc.)	Crop	Beginning of Crop Harvest (Time & Date)	Last Water Application (Date & Time)	Time Interval between harvest and last Water application	Harvest Supervisor Initials
<i>North 40</i>	<i>Broccoli</i>	<i>2/9/2021, 9:00 AM</i>	<i>2/11/2021, 1:00 PM</i>	<i>2 days</i>	<i>JSW</i>
<i>North 40</i>	<i>Broccoli</i>	<i>2/10/2021, 8:00 AM</i>	<i>2/17/2021, 1:00 PM</i>	<i>3 days</i>	<i>JSW</i>

\*Please attach documentation to support calculations.

**Reviewed by:** *Johnny S Wright*

**Title:** *Owner/Supervisor*

**Date:** *2/12/2021*



# Microbial Die-Off Corrective Measures Log

PSR Required (if Applicable)

FSMA PSR Reference § 112.50

Frequency: As Necessary

The PSR requires that farms covered by the rule document actions taken in accordance to 112.45 of the PSR. Some agricultural water sources may contain generic E. coli due to environmental exposure. The PSR outlines corrective measure options to reduce the potential for contamination. Keep this record for 2 years.

Farm Name & Address :

Month and Year:

Harvest Supervisor: \_\_\_\_\_

Water Source: \_\_\_\_\_ Water Company: \_\_\_\_\_

Current Calculated GM: \_\_\_\_\_ CFU / 100 ml water    Current Calculated STV: \_\_\_\_\_ CFU / 100 ml water

Calculated Interval: \_\_\_\_\_ Day(s) (must be 4 days or less)

Adjusted GM (after Interval): \_\_\_\_\_ CFU / 100 ml water    Adjusted STV (after Interval): \_\_\_\_\_ CFU / 100 ml water

Field (Number, location, etc.)	Crop	Beginning of Crop Harvest (Time & Date)	Last Water Application (Date & Time)	Time Interval between harvest and last Water application	Harvest Supervisor Initials

\*Please attach documentation to support calculations.

Reviewed by:

Title:

Date:

# Wildlife, Domesticated Animals, and Land Use

Animals are a produce safety concern because they can carry and spread human pathogens and are difficult to control. Completely excluding animals is not possible and is not required by the PSR.

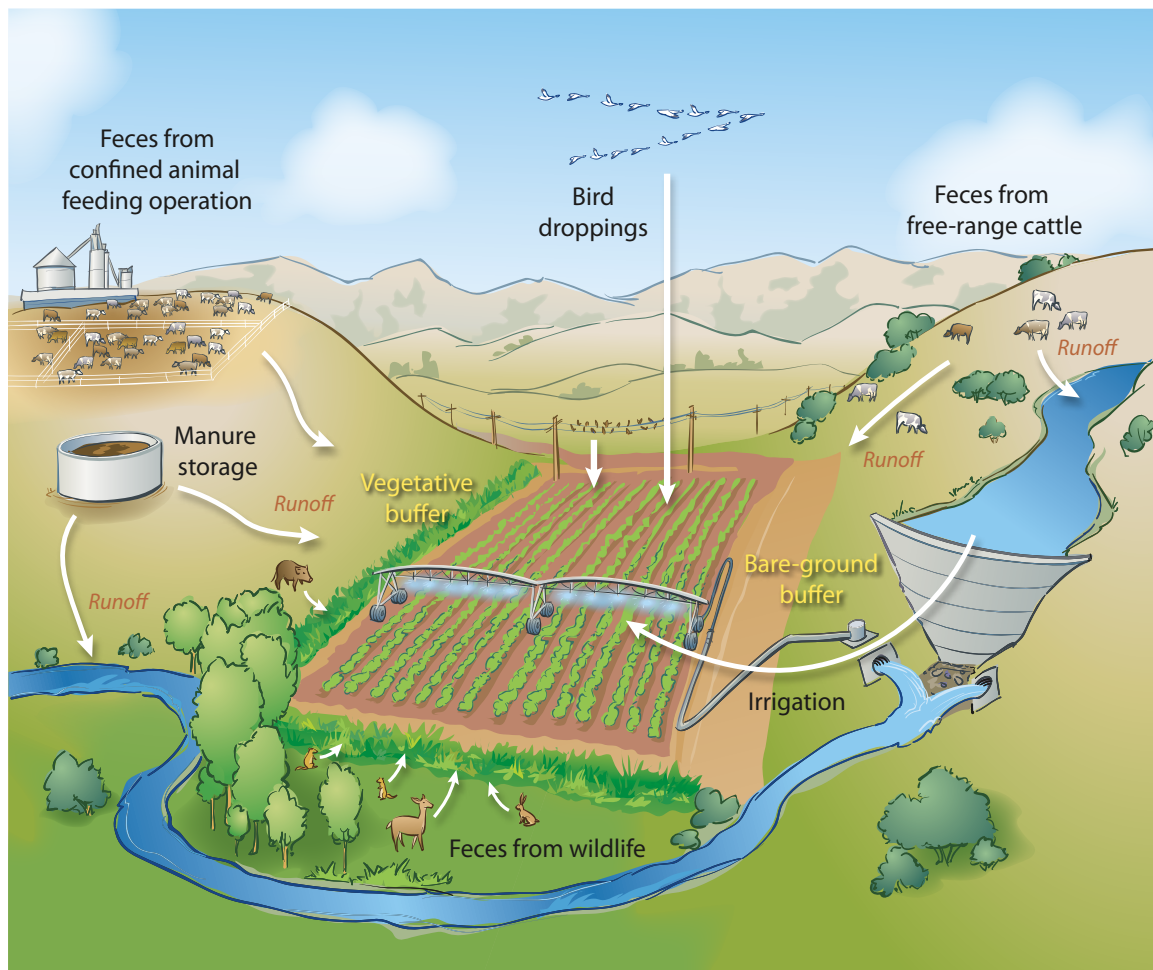
Best practices for ensuring food safety on your farm include monitoring wildlife activity and being aware of how land use on adjacent properties could affect your crop.

## Principles of Co-Management

Co-Management refers to practices on the farm that minimize the risks of fecal contamination while simultaneously conserving natural resources. These principles are not mandated by the PSR, but they are encouraged and may be considered mutually beneficial when taking a holistic view of the farm landscape.

In the diagram below, **Vegetative Buffer** and **Bare-Ground Buffer** zones are incorporated in this co-management system. Here, a vegetative buffer reduces wildlife traffic, contamination from runoff, and erosion. A bare-ground buffer makes it easier to track animal intrusion and fecal contamination, but in some areas, it may increase the risks of erosion and contamination from runoff.

Co-management requires careful planning in order to strike the right balance between produce safety and conservation.



UC Davis - <https://ucfoodsafety.sf.ucdavis.edu/sites/g/files/dgvnsk7366/files/inline-files/157154.pdf>



# Animal Contamination

**Consider risks associated with domesticated animals, especially if your farm deals with:**

- Livestock and Poultry
- Working Animals
- Pets and Service Animals
- Visitors and their Furry Friends

**During the growing season:**

- Monitor for feces and evidence of intrusion.
- Evaluate risk of fecal contamination to produce.
- Consider past observations and wildlife attractants.

**Immediately before harvest:**

- Monitor for fecal contamination and signs of animal activity, such as trampling, rooting, feeding, or tracks.
- Assess risks and decide if crop or part of crop can be safely harvested.

**Take corrective actions if there is contamination:**

- Do not harvest any produce that may be contaminated.
- Provide employee training to recognize animal intrusion and not harvest produce that is visibly contaminated.
- Decide what to do with the contamination.
- Consider risks that could result from these actions, such as cross contamination of equipment with feces.
- Determine if no-harvest buffer zones around the contamination are enough to reduce risk and allow for harvest of the uncontaminated produce.
- Create a visual system, such as colored ribbons or ropes, to identify the no-harvest buffer zone.

## What requirements apply regarding records?

**FSMA PSR Reference § 112.30 and § 112.83**

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Worker Training Log	Pages 13-14	Wildlife & Domestic Animal Monitoring Log	✓
		Pre-Harvest Risk Assessment Log	✓
		Farm Food Safety Plan	

If you have any questions, please call **(863) 578-1900** or visit our website at **www.FDACS.gov/FSMA**.



# Wildlife & Domestic Animal Monitoring Log

PSR Optional Record

FSMA PSR Reference § 112.81

Frequency: As Necessary

The PSR requires that farms covered by the rule assess areas where covered activities (such as packing, harvesting, and holding) occur for evidence of potential contamination of covered produce (from working animals, wildlife, and domesticated animals). Keep this record for 2 years.

**Farm Name & Address:** Florida Produce Farm  
112 Farm Rd. - Harveston, FL 34567

**Month and Year:** November 2020

Date	Field or Location	Activity or Intrusion Observed?	Corrective Action Taken	Date of Corrective Action	Initials
10/2/20	West Field (Field #2 planted to tomatoes)	Y, a few deer tracks through field.	Determined the tracks were few and not near produce, no fecal material present. Deer tracks crossed over road to corn field. Will monitor weekly.	10/2/20	JSW
10/9/20	West Field (Field #2 planted to tomatoes)	N			JSW
10/17/20	West Field (Field #2 planted to tomatoes)	Y, some leaves nibbled	Marked plants and created 3 ft buffer zone around. Informed harvest crew.	10/17/20	JSW
11/1/20	West Field (Field #2 planted to tomatoes)	Y, dog manure	Removed manure. Marked plants and created 3 ft buffer zone around	11/1/20	JSW

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 11/2/2020



# Wildlife & Domestic Animal Monitoring Log

PSR Optional Record

FSMA PSR Reference § 112.81

Frequency: As Necessary

The PSR requires that farms covered by the rule assess areas where covered activities (such as packing, harvesting, and holding) occur for evidence of potential contamination of covered produce (from working animals, wildlife, and domesticated animals). Keep this record for 2 years.

Farm Name & Address:

Month and Year:

Date	Field or Location	Activity or Intrusion Observed?	Corrective Action Taken	Date of Corrective Action	Initials

Reviewed by:

Title:

Date:



# Pre-Harvest Risk Assessment Log

PSR Optional Record

FSMA PSR Reference § 112.83

Frequency: As Necessary

Growers should scout fields prior to harvest for potential contamination of produce. Please note that this form does not include every risk, nor does it address all areas of the PSR. Each farm may have different risks depending on the operation. Keep this record for 2 years.

**Farm Name & Address:** *Florida Produce Farm*  
112 Farm Rd. - Harveston, FL 34567

**Year:** 2020

**Assessor Name(s):** Alejandro Hernandez

**Month & Year:** November 2020

**Production Area:** Tomato Greenhouse 1 & Pack Shed

	10/30/20	10/31/20	11/1/20	11/2/20	11/3/20		
Dropped produce, produce contaminated with fecal matter or other contaminants are not harvested.	Yes	Yes	Yes	Yes	Yes		
Fields are monitored, and when appropriate, marked for fecal contamination, animal intrusion, and manure runoff.	Yes	Yes	Yes	Yes	NO*		
Toilet facilities are easily accessible, clean, and adequately stocked (i.e. toilet paper, etc.).	Yes	Yes	Yes	Yes	Yes		
Handwashing stations are available, clean, stocked, and close by for employees to use when required.	Yes	Yes	Yes	NO*	Yes		
Harvest containers, equipment, and tools are clean, and when needed, sanitized.	Yes	Yes	Yes	Yes	Yes		
Food contact surfaces (such as sorting belts, pack lines, tables, etc.) are clean, when needed, sanitized.	Yes	Yes	Yes	Yes	Yes		
Water used to wash produce, clean food contact surfaces, or to wash hands adequate (ie. zero detectable E. coli)	Yes	Yes	Yes	Yes	Yes		
Employees that are ill are not handling covered produce or food contact surfaces.	Yes	Yes	Yes	Yes	Yes		
Employees are following jewelry policy, glove policy (if applicable), and are following proper hygienic practices.	Yes	Yes	Yes	Yes	Yes		
Other (please explain):							
<b>Assessor's initials:</b>	AH	AH	AH	AH	AH		

**Reviewed by & Date:** Johnny S Wright 11/4/20

**Corrective Action Log (if applicable)** – Please use additional page(s) if required.

Date Observed	Observation (Please list issues observed from previous forms if issue still not corrected)	Corrective Action Taken	Date Corrected	Initials
11/2/2020	Portable hand washing station outside of greenhouse 1 did not have soap or a trash can.	Portable hand wash station was stocked with antimicrobial soap and a trash can was attached to the unit before workday activities.	11/2/2020	AH
11/3/2020	Evidence of bird fecal matter observed near tomato stakes in greenhouse 1.	Red ribbons tied to tomato stakes where fecal matter was observed to indicate a no harvest radius. Harvest workers were informed of the no harvest zone.	11/3/2020	AH



# Pre-Harvest Risk Assessment Log

PSR Optional Record

FSMA PSR Reference § 112.83

Frequency: As Necessary

Growers should scout fields prior to harvest for potential contamination of produce. Please note that this form does not include every risk, nor does it address all areas of the PSR. Each farm may have different risks depending on the operation. Keep this record for 2 years.

Farm Name & Address: \_\_\_\_\_

Year: \_\_\_\_\_

Assessment Dates

Assessor Name(s): \_\_\_\_\_

Month & Year: \_\_\_\_\_

Production Area: \_\_\_\_\_

Dropped produce, produce contaminated with fecal matter or other contaminants are not harvested.							
Fields are monitored, and when appropriate, marked for fecal contamination, animal intrusion, and manure runoff.							
Toilet facilities are easily accessible, clean, and adequately stocked (i.e. toilet paper, etc.).							
Handwashing stations are available, clean, stocked, and close by for employees to use when required.							
Harvest containers, equipment, and tools are clean, and when needed, sanitized.							
Food contact surfaces (such as sorting belts, pack lines, tables, etc.) are clean, when needed, sanitized.							
Water used to wash produce, clean food contact surfaces, or to wash hands adequate (ie. zero detectable E. coli).							
Employees that are ill are not handling covered produce or food contact surfaces.							
Employees are following jewelry policy, glove policy (if applicable), and are following proper hygienic practices.							
Other (please explain):							
Assessor's initials:							

Reviewed by & Date: \_\_\_\_\_

Corrective Action Log (if applicable) – Please use additional page(s) if required.

Date Observed	Observation (Please list issues observed from previous forms if issue still not corrected)	Corrective Action Taken	Date Corrected	Initials



# Postharvest Handling and Sanitation

**As in the field, postharvest risks include people, water, soil and animals. Be diligent to eliminate or reduce these risks in postharvest operations.**

Best practices for postharvest handling and sanitation include general upkeep of facilities, training workers to follow sanitation practices properly, getting rid of pests and debris, and minimizing standing water.

## **Food contact surfaces should be:**

- Adequately designed and constructed so they can be properly cleaned and maintained.
- Stored and maintained to prevent cross-contamination.
- Cleaned and sanitized, when appropriate, to prevent contamination of covered produce.

## **Equipment should be designed and installed to make cleaning and sanitizing as easy as possible, including:**

- Easy access to equipment and adjacent spaces.
- Ability to remove or access brushes, rollers, and nozzles for cleaning and sanitizing.





### Reduce risks in packing areas

- Keep area clean and organized.
- Regularly inspect and maintain equipment.
- Provide proper hygiene facilities and break areas for workers.
- Try to eliminate or reduce pest presence.
- Prevent build-up of standing water.

### Packing containers

- Keep single-use and reusable packing containers clean.
- Store packing containers and materials in a covered area, off the floor, to reduce the risk of contamination from pests, windblown dirt, and other contaminants.

### Exclude and discourage pests

- Inspect all walls, doors, and windows.
- Repair holes and seal any cracks between floors and/or walls.
- Make sure door seals are in place to prevent pest entry.
- Use nets or spikes to deter birds from roosting in rafters.
- Keep doors and windows closed as much as possible.
- Cut grass around packing area.
- Remove cull piles and garbage at least every day and as needed during the day.

## What requirements apply regarding records?

**FSMA PSR Reference § 112.140 and § 112.128**

Required Records (if Applicable):	Included in this Section?	Recommended Records:	Included in this Section?
Cleaning & Sanitizing Log	✓	Rodent & Pest Monitoring Log	✓
Worker Training Log	Pages 13-14	Farm Food Safety Plan	

If you have any questions, please call **(863) 578-1900** or visit our website at **[www.FDACS.gov/FSMA](http://www.FDACS.gov/FSMA)**.



# Cleaning & Sanitizing Log

PSR Required Record

FSMA PSR Reference § 112.140

Frequency: As Necessary

The PSR requires farms covered by the rule clean and maintain all **non-food contact surfaces** of tools and equipment that are used for harvesting, packing, and holding of covered produce. **Food contact surfaces** of tools and equipment used for covered activities must be inspected, cleaned, and sanitized. Cleaning and sanitizing activities must be completed frequently as necessary to protect against contamination of covered produce. Keep this record for 2 years.

**Farm Name & Address:** Florida Produce Farm  
112 Farm Rd. - Harveston, FL 34567

**Month and Year:** October 2020

Please refer to the farm's standard operating procedures (SOP) for adequate cleaning and sanitizing practices C = Cleaned S = Sanitized

Date	Time	Surface, Tools, or Equipment	Cleaned (C) and/or Sanitized (S)	Methods Used	Initials
10/11/20	10:07 AM	Planting tools	C	See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)	PW
10/11/20	10:30 AM	Dump Tank	C & S	See Dump Tank Cleaning & Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with food grade bleach). Air dried.	PW
10/11/20	11 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	PW
10/18/20	7 AM	Harvest tools	C & S	Harvest tools found on ground. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried.	AH
10/18/20	8:30 AM	Harvest buckets	C & S	Excessive flies found on buckets. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	AH
10/18/20	10 AM	Harvest buckets	C & S	Buckets dirty from harvest. Cleaned with brush and detergent. Rinsed, then sanitized with food grade bleach. Air dried (buckets not nested). See farm SOP	AH
10/18/20	11 AM	Tomato line belt & brushes	C & S	Cleaned belt and brushes (food contact surface) with detergent and sanitized with food grade bleach	AH
10/18/20	11:15 AM	Tomato line sides & frame	C	Cleaned tomato line sides and top frame (non-food contact surface) with detergent.	AH
10/22/20	5 PM	Sorting Table	C & S	Cleaned sorting table with detergent and sanitized with food grade bleach. Completed prior to and after sorting.	PW
10/25/20	8 AM	Box cart	C	Box cart used to transfer produce in boxes cleaned with detergent using a brush and rinsed.	MB
10/25/20	7:15 AM	Farmers market trailer	C	Trailer for transporting produce cleaned with detergent, rinsed and allowed to dry.	MB

PLEASE KEEP A COPY OF THE SANITIZER LABEL FOR RECORDS

**Reviewed by:** Johnny S Wright

**Title:** Owner/Supervisor

**Date:** 10/29/2020



# Cleaning & Sanitizing Log

PSR Required

FSMA PSR Reference § 112.140

Frequency: As Necessary

The PSR requires farms covered by the rule clean and maintain all *non-food contact surfaces* of tools and equipment that are used for harvesting, packing, and holding of covered produce. *Food contact surfaces* of tools and equipment used for covered activities must be inspected, cleaned, and sanitized. Cleaning and sanitizing activities must be completed frequently as necessary to protect against contamination of covered produce. Keep this record for 2 years.

Farm Name & Address:

Month and Year:

Please refer to the farm’s standard operating procedures (SOP) for adequate cleaning and sanitizing practices    C = Cleaned    S = Sanitized

Date	Time	Surface, Tools, or Equipment	Cleaned (C) and/or Sanitized (S)	Methods Used	Initials

PLEASE KEEP A COPY OF THE SANITIZER LABEL FOR RECORDS

Reviewed by:

Title:

Date:



# Rodent & Pest Monitoring Log

PSR Optional Record

FSMA PSR Reference § 112.128

Frequency: As Necessary

The PSR requires that farms covered by the rule take measures reasonably necessary to protect covered produce, food contact surfaces, and food-packing materials from contamination by pests in buildings, including routine monitoring for pests as necessary. Keep this record for 2 years.

Farm Name & Address: *Florida Produce Farm*

Month and Year: *Sept.-Nov. 2020*

*112 Farm Rd. - Harveston, FL 34567*

Date	Company used* or self	Type of Pest	Type of Control**	Location	Action Taken	Initials
9-17-20	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW
9-28-20	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. No mice found.	JSW
9-28-20	Self	Mice	Poison	Outside storage area only	Poison refilled	JSW
10-1-20	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. No mice found.	JSW
10-24-20	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW
11-1-20	Self	Mice	Poison	Outside storage area only	Poison refilled	JSW
11-1-20	Self	Mice	Sticky Trap	Storage area, packinghouse	Traps checked. One trap in storage area full, disposed of in dumpster.	JSW

\*If using a company for service, please attach report or receipt of service for all visits.

\*\*List type of control methods used (ex. exclusion, traps, poison, repellants, etc.)

Reviewed by: *Johnny S Wright*

Title: *Owner/Supervisor*

Date: *11/4/2020*



# Rodent & Pest Monitoring Log

PSR Optional Record

FSMA PSR Reference § 112.128

Frequency: As Necessary

The PSR requires that farms covered by the rule take measures reasonably necessary to protect covered produce, food contact surfaces, and food-packing materials from contamination by pests in buildings, including routine monitoring for pests as necessary. Keep this record for 2 years.

Farm Name & Address:

Month and Year:

Date	Company used* or self	Type of Pest	Type of Control**	Location	Action Taken	Initials

\*If using a company for service, please attach report or receipt of service for all visits.  
\*\*List type of control methods used (ex. exclusion, traps, poison, repellants, etc.)

Reviewed by:

Title:

Date:

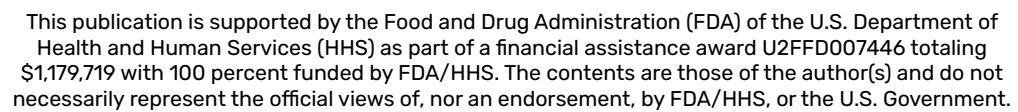


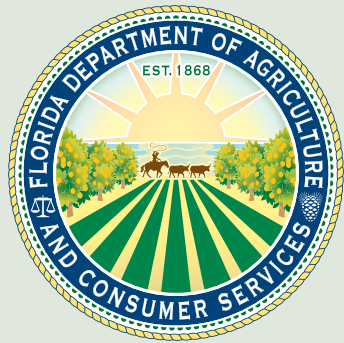
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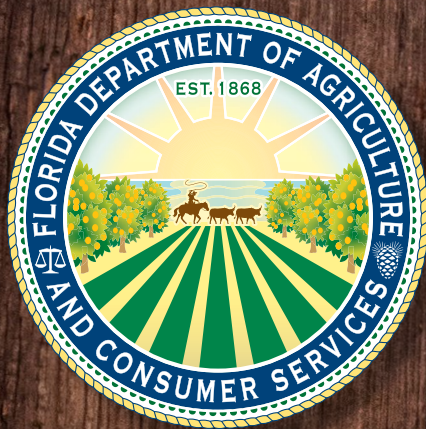
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